



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

August 25, 2014

Dear County and District Superintendents and Charter School Administrators:

### **2014–15 DATA COLLECTIONS: ANNUAL BACK-TO-SCHOOL LETTER**

The California Department of Education (CDE) appreciates the leadership, support, and dedication from local educational agencies (LEAS) to successfully complete the annual data collections for 2013–14. The data from these collections have become a critical part of the state's system of accountability which helps keep the public informed of the important work you do.

The purpose of this letter is to kick off the 2014–15 data collection season.

### **2014–15 Data Collections**

The 2014–15 certification and amendment window deadlines for the following CDE data collections are posted on the CDE Submission Calendar Web page at <http://www.cde.ca.gov/ds/dc/es/subcal.asp>:

- California Longitudinal Pupil Achievement Data System (CALPADS)
- California Basic Educational Data System–Online Reporting Application (CBEDS-ORA)
- Consolidated Application Reporting System (CARS)

### **CALPADS Update**

On Fall Census Day, Wednesday, **October 1, 2014**, the 2014–15 CALPADS Fall 1 Annual Enrollment snapshot window opens, during which time local educational agencies (LEAs) and Independently Reporting Charter Schools (IRCs) may view and certify reports displaying their 2014–15 Census Day enrollment counts and 2013–14 graduate and dropout counts. Fall 1 also includes certification of an unduplicated pupil count (UPC) of English learners (ELs), students eligible for free and reduced-price meals (FRPM), and foster youth enrolled on Census Day. The UPC and Census Day enrollment counts will be used as the starting point for determining LEAs' Unduplicated

Pupil Percentage (UPP) used in the calculation of supplemental and concentration grant funding under the Local Control Funding Formula (LCFF). It is critical that LEAs review these data for accuracy. **LEAs certifying by the December 12, 2014, deadline will receive a preview of their UPP. This early preview will allow LEAs to determine if they need to make further corrections in CALPADS before the close of the Fall 1 amendment window on February 13, 2015. Once the amendment window closes, LEAs will not have the opportunity to make any further corrections.**

In addition to the certified data, the CDE will continue to pull data from the CALPADS Operational Data Store (ODS) periodically through the year on announced dates. Some of the important uses of these data include:

- Calculating the four-year graduation cohort rate used in the federal Adequate Yearly Progress (AYP) accountability measure
- Determining student inclusion in the student groups (e.g., race and ethnicity, English learners, students with disabilities, and socioeconomically disadvantaged) for accountability and assessment reports, and federal reporting
- Determining which students were enrolled in a U.S. school for five or more years for the purpose of calculating Annual Measureable Achievement Objectives (AMAOs)
- Registering students for the California Assessment of Student Performance and Progress (CAASPP)
- Determining which students were continuously enrolled at the school or LEA, and which student test scores to “roll back” from an alternative education program (AEP) to the original school or LEA (as defined in the *California Code of Regulations*, Title 5, sections 1039.2 and 1039.3) to calculate the Academic Performance Index (API)

Given these critical uses of CALPADS ODS data, it is important for LEAs to implement local business practices to update CALPADS data, particularly enrollment and exit data, on an ongoing basis.

## **2014–15 CALPADS Changes**

In July 2014, modifications were implemented in CALPADS to further improve data quality and submission processes for LEAs. As with any such changes, staff will require

extra time to make corresponding changes to local systems and processes. Some of the new benefits of the changes include:

- A more streamlined process for updating student grade levels, which is important for maintaining CALPADS data for CAASPP registration; and
- A more streamlined method for reporting changes to students' English language acquisition statuses (ELAS), and an easy method for viewing and uploading the English language acquisition status of students transferring from other LEAs.

In addition, in the fall of 2014, CALPADS will identify, on a weekly basis, the students who are foster youth. Reports will be available that provide information, such as a foster student's social worker and educational representative, that will help LEAs best meet the needs of the student.

### **Fall 1 Suggested Timeline**

The Fall 1 certification deadline is December 12, 2014. The table below provides a suggested timeline for meeting the Fall 1 Certification deadline.

<b>Dates</b>	<b>Activity</b>
October 2, 2014	Fall 1 data population in local student information system.
October 24, 2014	<ul style="list-style-type: none"><li>• Upload Student Enrollment (SENR), Student Program (SPRG), and English Language Acquisition Status (ELAS) files</li><li>• Review validation errors</li><li>• Reconcile as needed</li></ul>
November 3, 2014	Post SENR, SPRG, and ELAS files.
November 4 – 21, 2014	<ul style="list-style-type: none"><li>• Review reports</li><li>• Reconcile as needed</li></ul>
November 24 – December 5, 2014	Send reports to site leaders for approval.
December 8 – 11, 2014	Certify Fall 1.

## **Superintendent Data Certification**

All CALPADS data collections must be certified at two levels. After the CALPADS Administrator has completed the Level 1 certification, the superintendent or charter school administrator, or designee, must attest to the accuracy of the data on the certification reports by completing the Level 2 certification.

Once the 2014–15 Fall 1 submission begins, you may check the certification status of your LEA or IRC using the CALPADS County-level Certification Report, which will be available using the 2014–15 CALPADS Certification Report link on the CDE CALPADS Web page at <http://www.cde.ca.gov/calpads>. From the County-level Certification Report Web page, select your county from the drop-down menu and click on the “Get Report” button. A report will be generated listing each LEA and IRC in your county that displays information about their CALPADS Fall 1 certification statuses. The report shows last year’s certified enrollment count, the number of enrollment records within CALPADS so far for the current year, the number of fatal errors, and the certification status for each LEA and IRC in your county. In order to certify the CALPADS Fall 1 data, LEAs and IRCs must have zero fatal errors and an anomaly rate that is less than two percent. These reports are updated weekly.

## **CBEDS Update**

As a reminder, the CBEDS data collection eliminated the following obsolete data elements from the 2014–15 data collection:

- **Classified Staff “Counts”** (County/District Information Form (CDIF) Section A and School Information Form (SIF) Section A);
- **High School Graduation Requirements** (CDIF Section C and SIF Section H);
- **Technology** (SIF Section C); and
- **Bilingual Paraprofessionals** (SIF Section F).

Specific details on these changes were sent to the CBEDS Coordinator in a letter, Changes to the California Basic Educational Data System Fall 2014 Data Collection, dated June 6, 2014. For additional information on changes to CBEDS, please refer to this letter, which is available on the CBEDS 2014 Changes Web page at <http://www.cde.ca.gov/ds/dc/cb/yr14cbchgs.asp>.

## **CARS Update**

Information about changes to CARS is sent via the CARS listserv. If you or your staff are not already on the CARS listserv, you can register by sending an e-mail to: [join-consolidated-application@mlist.cde.ca.gov](mailto:join-consolidated-application@mlist.cde.ca.gov).

Data collected from CARS are used primarily for:

- Meeting the federal categorical program reporting requirements by submitting the data electronically to the U.S. Department of Education's *EDFacts* System
- Providing supporting documentation during federal audits and on-site reviews

Thank you in advance for your efforts in submitting quality data to the CDE in a timely fashion. We look forward to working with your staff to submit data throughout the year. We ask for your ongoing support of your staff, particularly LEA CALPADS administrators and their staff, who through their work are playing an increasingly important role in so many critical functions. If you have any questions, please contact:

### **CALPADS Service Desk**

916-325-9210

[calpads-support@cde.ca.gov](mailto:calpads-support@cde.ca.gov)

### **CBEDS Office**

916-324-6738

[cbeds@cde.ca.gov](mailto:cbeds@cde.ca.gov)

### **CARS Service Desk**

916-319-0297

[conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov)

### **Academic Accountability Unit**

916-319-0863

[aau@cde.ca.gov](mailto:aau@cde.ca.gov)

Sincerely,

/s/

Cindy Kazanis, Director  
Educational Data Management Division

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cc: LEA CALPADS Administrators